

**DUTY STATEMENT**  
**DEPARTMENT OF STATE HOSPITALS- ATASCADERO**  
**NUTRITION SERVICES**

<b>JOB CLASSIFICATION: COOK SPECIALIST I</b>
--

**1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES -**

Under the direction and with the supervision from a Cook Specialist II, cooks and dispenses food required on the regular/modified menus while adhering to requirements for physical exertion, infection control and food safety/ Hazard Analysis of Critical Control Points (HACCP). Maintains order, cleanliness and sanitation. Adhere to requirements for safety, security, emergency response and a non-hostile work environment. Coordinates activities of assigned vocational patient workers. Participates in Performance Improvement activities and other miscellaneous responsibilities. All activities are completed according to hospital and department directives, policies and procedures and manuals.

60 %

- **Under the direction and with instruction from a Cook Specialist II, cooks and dispenses food required on the regular/modified menus while adhering to requirements for physical exertion, infection control and food safety/Hazard Analysis Critical Control Points (HACCP).** Use steam kettles, obtain serving pans, carry supplies, lift up to 60 pounds, climb stairs, kneel, bend, stoop, twist, push, pull and stir. As skills develop, prepare entrees, vegetables, starches, gravies, salads and modified diets by following standardized formulas and quantities specified; maintain high quality of foods by reporting any changes in raw ingredients and tasting for flavor; take and record temperatures and take and document corrective action per HACCP requirements; ensure food is protected from contaminants, per policy e.g., covered/labeled/dated; dispense prepared food to serving line and unit meals per established schedule/portions control/temperature; assist with preparing leftover records and discarding food; adhere to proper personal hygiene policies, hand washing, glove usage, and dress codes; follow standard universal precautions; and report infectious communicable diseases.

20 %

- **Maintains order, cleanliness and sanitation** Maintain cleaning schedules, ensure that utensils, equipment, and work areas are sanitized after each use per the Sanitation & Equipment Manual, dispose of waste/trash/recyclables as frequently as required; operate/clean warewash machine including logging temperature/pressure; maintain storage areas in an orderly manner and re-stock supplies.

Cook Specialist I

Approved by HR 10/24/17 ew

Revised 10-23-17 Underline indicate change

## DUTY STATEMENT - Cook Specialist I

### Page #2

- 10 %
  - **Supervises and coordinates activities of assigned patients.** Delegate responsibilities and provide guidance to ensure completion of work in a timely manner; provide orientation/instruction; complete reports of performance; and monitor that policies/procedures are followed including: handwashing, dress code, blood/body fluid precautions; reporting of infectious/communicable diseases; and monitoring that equipment within assigned area is operated/maintained properly.
- 5 %
  - **Adhere to requirements for safety, security, emergency response, and a non-hostile work environment.** Examples: Visually inspect the work area for safety alerts; report concerns/write work orders for malfunctioning equipment or unsafe conditions; follow body ergonomics/safety precautions; read/follow equipment operating/procedural instructions per Sanitation & Equipment Manual; use chemicals/protective equipment per Safety Data Sheets SDS Manual; adhere to relationship security requirements; maintain professional boundaries with patients; apply training in Therapeutic Strategies & Interventions (TSI); report patient adverse behavior/document as needed for the clinical record; control contraband; immediately report missing contraband; maintain secure work areas; implement role during “red light” emergencies; report to work as scheduled or directed during hospital or community emergencies/implement role/participate in alternate feeding plans; participate in mandatory drills and contraband searches; respond as trained in emergencies, e.g., fire, chemical spills, etc.; during lockdowns, perform duties as assigned throughout hospital inside secured area, maintain a non-hostile non-disruptive work environment: read and adhere to requirements in nondiscrimination, sexual harassment prevention, codes of conduct, treatment of others with professionalism, respect, and courtesy.
- 5 %
  - Participate in Performance Improvement activities and other miscellaneous responsibilities. Examples: implement facility and departmental mission/objectives; recommend work improvements, assist with quality control monitoring; participate in meetings and training; implement improvement strategies and updated knowledge/skill through training; read and follow hospital administrative directives, Nutrition Services policies/procedures, and other required written material written materials; answer phone and respond to inquiries.

## 2. SUPERVISION RECEIVED

- Supervising Cook I
- Assigned Cook Specialist II Lead

## 3. SUPERVISION EXERCISED

- Assigned patient workers.
- May act as Cook Specialist II.

Cook Specialist I

Approved by HR 10/24/17 ew

Revised 10-23-17 Underline indicate change

**4. KNOWLEDGE AND ABILITIES**

**KNOWLEDGE OF:**

Kitchen sanitation and safety measures; food handling sanitation; principles, procedures, and equipment used in the storage, care preparation, cooking, and dispensing of food in large quantity; methods and procedures used in the operation, cleaning, and care of utensils, equipment and work areas.

**ABILITY TO:**

Complete satisfactorily a training program in the preparation and cooking of all food groups; follow directions; keep records; analyze situations accurately and adopt an effective course of action; read and write at a level appropriate to the classification.

**5. REQUIRED COMPETENCIES**

**PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION**

Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

**INFECTION CONTROL**

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

**SAFETY**

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.

**CPR N/A**

Maintains current certification.

**AGE SPECIFIC**

Provides services commensurate with age of patients / clients being served. Demonstrates knowledge of growth and development of the following age categories:

Pediatric      Adolescent      X Adult      X Geriatric

**MANAGEMENT OF ASSAULTIVE BEHAVIOR**

Applies and demonstrates knowledge of correct methods of Therapeutic Strategies and Interventions (TSI).

**RESTRAINT/SECLUSION N/A**

Demonstrates knowledge of criteria and appropriately uses, applies, and removes restraint and/or seclusion.

## **DUTY STATEMENT - Cook Specialist I**

**Page #4**

### **CULTURAL AWARENESS**

Demonstrates awareness to multicultural issues in the workplace which enable the employee to work effectively.

### **SITE SPECIFIC COMPETENCIES**

- **Food Safety:** Applies and demonstrates knowledge of food safety and sanitation/HACCP principles.
- **Production Methods:** Applies and demonstrates knowledge of production methods including modified diet preparation.
- **Lead Responsibilities:** Demonstrates effective techniques for coordinating the activities of assigned patients.
- **Relationship Security:** Demonstrates professional interactions with patients and maintain therapeutic boundaries.

### **TECHNICAL PROFICIENCY (SITE SPECIFIC)**

- **Equipment:** Applies and demonstrates knowledge of production equipment operation and cleaning.

## **6. LICENSE OR CERTIFICATION N/A**

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service.

## **7. TRAINING - Training Category = 12**

The employee is required to keep current with the completion of all required training.

## **8. WORKING CONDITIONS (FLSA)**

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review in their birth month and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

**DUTY STATEMENT - Cook Specialist I**

**Page #5**

---

Employee Signature

---

Print Name

---

Date

---

Supervisor Signature

---

Print Name

---

Date

---

Reviewing Supervisor Signature

---

Print Name

---

Date

Cook Specialist I

Approved by HR 10/24/17 ew

Revised 10-23-17 Underline indicate change